

## Position Description

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<b>Position title:</b>	Coastal Reserves Maintenance Officer
<b>Reports to:</b>	Coastal Reserves Supervisor
<b>Location:</b>	Portarlington, Victoria
<b>Wage:</b>	Hourly rate range of \$28.10 to \$31.90 (plus superannuation).
<b>Status and Term:</b>	Permanent, part time (0.5), 5 days per fortnight including a fortnightly paid half day off.

### Organisational Overview

Bellarine Bayside Foreshore Committee of Management (Bellarine Bayside) is a not-for-profit, Category 1 coastal Committee of Management established under the Crown Land (Reserves) Act 1978 by the Victorian Government in 1994 to manage a coastal Crown land reserve.

The coastal reserve managed by Bellarine Bayside consists of a 17 kilometre stretch of coastline through the towns of Portarlington, Indented Head and St Leonards on the northern Bellarine Peninsula. It comprises approximately 200 hectares of coastal land of significant cultural, environmental and social importance, and includes natural and built assets, six holiday parks, the Bellarine Coastal Trail, playgrounds, a community hall, boat ramps and boat sheds.

Revenue generated from the holiday parks is reinvested back into maintaining and improving coastal Crown land, public infrastructure and holiday park facilities.

More detail about Bellarine Bayside can be found at [www.bellarinebayside.com.au](http://www.bellarinebayside.com.au)

## Position Objective

- To undertake programmed works as a member of the Coastal Reserves Maintenance Team. The Coastal Reserves Maintenance Team are responsible for maintaining and improving designated areas and surrounds to a high standard.
- Carry out general maintenance along the foreshore and within the camping reserves in a safe, efficient and effective manner.
- To work occasional rostered weekends and public holidays during peak summer period.

## Key Responsibilities and Duties

The Coastal Reserves Maintenance Officer will, under limited supervision and direction, perform general foreshore maintenance, camping ground maintenance functions and repair activities and customer services duties throughout Bellarine Bayside's coastal reserves.

Duties will include but are not limited to:

- Maintenance of grounds, gardens, vegetation, playgrounds, walking trails, and supporting road network.
- Lawfully operate heavy plant including but not limited to trucks, tractors, front end loaders, ride on mowers, forklift, agricultural machinery and other associated equipment.
- Use and maintain a range of light plant, equipment and hand tools associated with these tasks such as whipper sniper, chainsaw, electric hand tools, sanders, wacker plate, vibrating roller, post hole digger, rake and shovel.
- Work to a roster, as set by Bellarine Bayside, between a range of 6:00am to 6:00pm (usual hours 7:30am –3:36pm). Occasional weekends and public holidays during peak summer periods by agreement (applicable allowances apply).
- Maintenance activities associated with assets such as boat ramps, car parks, roads, signs, BBQs, beaches, bridges, fencing, playgrounds, outdoor furniture, amenity buildings, plants and gardens.
  - Maintenance activities include but are not limited to painting, rubbish collection, gardening, chemical spraying, cleaning of amenity blocks, minor electrical (changing fuses, re-setting circuit breakers) and minor plumbing (pump and toilet blockages within capacity), mowing, edging, minor carpentry, window cleaning, metal work and other similar tasks.

## Other Duties

- Report and provide advice to the management team required.
- Where required, provide a range of customer services to campers, guests and visitors including safe use of the parks, advice and direction on park rules, changes or interruptions to services, minor conflict resolution between campers and opportunities provided through holiday activities, vendors, contractors and community services.
- Where required, provide initial and effective response to holiday parks, camping reserves and public reserves urgent and emergency management and maintenance problems and complaints.
- Ensure all vehicles and equipment used are kept in a safe working order, cleaned, maintained and secured after use.
- Comply with any reasonable directions to ensure maintenance programs are conducted with due regard to Occupational Health and Safety Acts, regulations and guidelines.
- Effectively build sound working relationships and liaise as required with other team members
- Liaise and provide reasonable assistance to customers, suppliers, contractors, government departments and other agencies as required.
- Other duties as required.

## Organisational Relationships

<b>Reports to:</b>	Coastal Reserves Supervisor
<b>Supervises:</b>	Casual staff
<b>Internal Contacts:</b>	Chief Executive Officer Operations Manager Holiday Parks Manager Business and Finance Manager Manager Environment and Planning Coastal Reserves and Projects Coordinator
<b>External Contacts:</b>	Campers Local Community/Stakeholders Contractors

## Accountability and Extent of Authority

The position will be accountable for:

- Ensuring compliance to agreed values and behaviours and Bellarine Bayside policies.
- Maintaining a knowledge of and working within Organisation procedures including, EEO and code of conduct.

## Judgement and Decision Making

The position is accountable for:

- Quality, quantity and timeliness of own work.
- Ensuring safe operation and use of plant and equipment, reporting the maintenance requirements of equipment to the Operations Manager.
- Work as a team member or in a work group responsible for development and improvement of facilities and maintenance.
- Ensure that all areas within the work group area are maintained in a well presented position.
- Utilise safe work practices and assist in ensuring that maintenance is carried out in a safe working environment.

## Specialist Knowledge and Skills

The following knowledge and skills are required to be utilised:

- Knowledge and application of safe operation of horticultural plant and equipment.
- Demonstrated knowledge and application of horticultural maintenance practices.
- Experience in record keeping and documentation of works performed.
- Demonstrated knowledge and application of building improvement works.

## Interpersonal Skills

The interpersonal skills required to perform the role competently are:

- Ability to identify customer needs and expectations, decide the appropriate action and respond accordingly.
- Proven ability to plan and implement tasks within an allocated timeframe.

- Ability to deal with difficult situations that enhances the reputation of Bellarine Bayside.
- Ability to work both as part of a team and individually.
- Ability to identify and resolve minor operational problems and issues.

### **Qualifications and Experience**

- Horticulture or gardening maintenance background, and or industry experience

### **Key Selection Criteria**

#### **Essential**

1. Ability to work in a self-directed manner and as part of a team
2. Demonstrated experience in horticultural and garden maintenance practices
3. Demonstrated experience in general maintenance practices
4. Knowledge and experience of safe work practices and plant and equipment use
5. Ability to communicate effectively with customers, sometimes in tense situations.
6. Availability to work a seasonal roster involving weekends

#### **Mandatory**

1. Current Manual Driver's licence
2. Be legally able to work in Australia
3. Meet police and working with children checks

#### **Desirable**

1. Light or medium heavy rigid Truck Licence.
2. Farm Chemical Users certificate.
3. Frontend loader licence or competency
4. First Aid accreditation
5. Chainsaw certificate
6. Traffic Control or 'Stop/Slow Bat' certificate
7. Spotter's course
8. Elevated Work Platform certificate
9. Ride on mower competency
10. Carpentry, plumbing, metal, electrical and/or horticultural experience
11. Coastal operations maintenance

## **APPLICATION PROCESS**

Applications will be received up to **COB, Wednesday December 11, 2024**

Applicants should email applications to [recruitment@bellarinebayside.com.au](mailto:recruitment@bellarinebayside.com.au) by the closing date.

If you do not have access to a computer, applications can be posted to the following postal address:

Administration  
Bellarine Bayside Foreshore Committee of Management  
P.O. Box 40  
Portarlington VIC 3223

All applicants are requested to include the following in their application:

- A **covering letter** which states the title of the position you are applying for and why you are interested in the position.
- A **current resume** which includes:  
Personal details, educational achievements experience and at least 2 employment related references.
- Response to the **key selection criteria** as stated in the position description is desirable.

Should you have any questions or wish to discuss the role please, contact **Brett Mantel**, Coastal Reserves and Project Coordinator on **5254 4010** or by email [brett.mantel@bellarinebayside.com.au](mailto:brett.mantel@bellarinebayside.com.au)

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